



SPEAKER PROCEDURES

Speaker Notifications and Communications

The Gerontological Society of America (GSA) welcomes your participation in the GSA 2024 Annual Scientific Meeting. The program reaches across all of GSA's professional sections and embraces the interdisciplinary nature of our membership.

To ensure that all communications are received, we strongly encourage you to **add the following email addresses to your safe sender's list** and check with your institution's IT department for any quarantined messages from these senders:

- abstracts@geron.org
- donotreply@conferenceabstracts.com
- donotreply@CadmiumCD.com

Abstract Notifications

Decision notifications were emailed to abstract submitters on June 11, 2024.

Schedule notifications for presentations were sent to speakers on July 18, 2024. If you have lost or misplaced your scheduled date and time, please contact abstracts@geron.org or log in to your speaker tasks.

Speakers are defined as award lecturers, chairs/co-chairs, discussants, individual symposium first authors, and first authors of papers/posters. *Symposia discussants* will facilitate the discussion between the speakers and the audience.

All accepted abstracts are expected to be presented onsite in Seattle, Washington in November. Speakers will also upload their presentation slides for post-meeting access after the conclusion of the November meeting.

For speakers with more than one accepted abstract, GSA has made every effort to remedy speaker scheduling conflicts. If a conflict exists, or the speaker cannot attend the event in Seattle, please work with your abstract author team to ensure your important research is presented in Seattle. Due to the volume of abstracts, GSA cannot honor requests for scheduling changes.

Abstract withdrawals are due by August 5, 2024, to be removed from meeting materials.

Speaker Tasks and Required Actions

GSA is using the Cadmium Conference Harvester site. Your login credentials serve as your personalized Access Key to log in to your individual profile sent via email.

Speakers will need to log in and complete assigned tasks. Note: Some tasks will be available only to certain roles or for presentations accepted for certain formats.

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Speaker Tasks: Once logged in using the provided personalized Access Key, you will find a list under “TASKS” for you to complete. If you cannot find that email or need your unique Access Key provided again, please contact abstracts@geron.org and indicate your name, submission title, and submission ID.

Speaker Profile -

IMPORTANT: Please note that these tasks will update your profile information; it will not change the presenter of the abstract. If you need to change the presenter of your abstract, email abstracts@geron.org for assistance.

1. Confirm/Update Profile Information
 - Users may update their profile information that was entered at the time of abstract submission.
 - Please carefully check all profile information and spelling for accuracy because your information will display on the GSA 2024 Program exactly as entered.
2. Upload Profile Photo to display on the GSA 2024 Program for attendees.
 - Please note that if you participated in a past event, you may edit the existing photo already uploaded.
3. Update Biography to display on the GSA 2024 Program for attendees.
 - Please note that if you participated in a past event, you may edit the existing biography that may already be uploaded.

Permissions and Registration

4. Complete Content Management Copyright Permissions
5. Enter Registration Order Number
 - **All speakers are required to register by August 5, 2024.**

Review and Confirm Presentation Information

6. First Authors Only: Review and Confirm Presentation Information
 - First authors of papers and posters review all abstract information, including presentation titles, all authors (names, degrees, roles, etc.), and abstract text. Complete the task by clicking “Confirm Presentation Information” for each listed abstract.
 - Please note that the presentation information will be displayed and published exactly as it appears within this task in both the GSA 2024 Meeting Program and in a supplement issue of [*Innovation in Aging*](#), under the title: Program Abstracts from the GSA 2024 Annual Scientific Meeting.
7. Chairs Only: Review and Confirm Symposium Information
 - Chairs review all symposium information, including presentation titles, authors (names, degrees, roles, etc.), and symposium text. Click “Confirm Symposium Information” to complete the task.
 - Please note that the symposium information will be displayed and published exactly as it appears within this task in both the GSA 2024 Meeting Program and the abstract book, published in [*Innovation in Aging*](#).
8. Session Chairs Only: Confirm Session Chair Role and Preview Abstracts in Session
 - Session chairs were selected to moderate the scheduled session. You will review guidelines and abstracts in the assigned session.



Presentation Files and Handouts *(Launching in mid-August)*

9. Presentation PowerPoint Upload **(Required here or in Speaker Ready Room)**
 - *Paper and symposia presentations only* upload their presentation to the INSPIRE on-site presentation management platform for display in the meeting room.
 - Please see the Speaker Ready Room section below for required presentation uploads.
 - This speaker task will close at 11:59 PM PST on Monday, November 11. After this time, uploads are only possible via the Speaker Ready room.
 - Option to upload PDF presentation to display on the 2024 Meeting Program.
 - Chairs, Co-Chairs, and Discussants may upload overview slides.
10. Posters Only: Poster Presentation Upload for Attendee Access
 - Allows poster presenters to upload a digital version (PDF) of their poster on the ASM Program for attendees.
11. Upload Speaker Handouts
 - Allows speakers to provide handouts digitally. Handouts should be supplied in .pdf format.

Speaker access credentials to complete assigned speaker tasks were emailed on July 19.

Additional Resources for Speakers and Templates

- Posters: Watch the [GSA YouTube webinar](#), “Thinking Inside the Box: A Strategic Approach to Message-Driven Posters,” to prepare for your poster presentation.
- Posters: [GSA 2024 Poster PPT Template](#) and [Format Details for the GSA 2024 Poster Presentation Template](#)
- Papers and Symposia: [GSA 2024 Paper/Symposium PPT Slide Template](#)

Annual Scientific Meeting Presentation Information for Speakers

Registration

All speakers and discussants are [required to register](#) to attend the GSA 2024 Annual Scientific Meeting by August 5. Register by September 1, 2024, to receive the special “Early Bird” rate. To be eligible for the GSA member registration rate, your GSA [membership](#) must be current through December 31, 2024.

Laptops for Presentations

All meeting rooms will be equipped with a PC laptop that speakers are required to use. The use of personal computers for presentations is prohibited.

Audiovisual Equipment for Presentations

For every symposium and paper session, GSA will provide the listed equipment as standard in meeting rooms. Individuals who wish to use additional equipment must arrange for it at their own expense. Should problems arise with audio/visual equipment during your presentation session, technicians will be assisting

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speakers. You may also click the “ASSISTANCE NEEDED” button on the computer in the meeting room and a technician will be immediately sent to your room. The standard equipment provided is:

- One (1) LCD projector
- One (1) screen
- One (1) electric pointer
- One PC laptop (speakers are required to use the laptop in the meeting room)
- Head table mics and a standing floor mic will be available for Q&A in each session room.

GSA does not provide WiFi for paper or symposium sessions.

Speaker Ready Room

All paper and symposia speakers are **required to visit the Speaker Ready Room** at the Seattle Convention Center in Room 307/308 to ensure the quality of your presentation(s), including fonts, bullets, outlines, animations, etc. We take every precaution to ensure files are not corrupted during the file upload to the INSPIRE on-site platform; it is recommended that you bring a copy on a USB. **You must submit your final presentation at least 4 hours before the presentation time** for it to display in your meeting room. You may not upload your presentation in your session room or use your own laptop.

After 11:59 PM PST on Monday, November 11, all presentations will need to be uploaded in the Speaker Ready Room ONLY.

Speaker Ready Room (307/308) Hours of Operation

Open from 4:00 PM–6:00 PM on Tuesday, November 12

Open from 7:00 AM–6:00 PM on:

- Wednesday, November 13
 - Thursday, November 14
 - Friday, November 15
 - Saturday, November 16
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Presentation Formats

Poster Sessions

Poster sessions are 75 minutes. Your printed Poster should be on display on your assigned poster board for the duration of the session date and time listed in your schedule notification email. The space will be shared with the Exhibit Hall to elevate the posters' visibility and the value of the scholarship they contain.

Poster sessions will take place in Exhibit Hall West at the Seattle Convention Center. There are four exclusive time slots dedicated to poster presentations.

- 6:00 PM–7:15 PM on Wednesday, November 13
- 2:00 PM–3:15 PM on Thursday, November 14
- 2:00 PM–3:15 PM on Friday, November 15
- 2:00 PM–3:15 PM on Saturday, November 16



Designated poster board number assignment is the number that precedes your presentation title on the Meeting Program. Example: “1 – Presentation Title” is poster board 1 during the scheduled poster session.

Access to the printed poster set up will be allowed starting at 4:30 PM on Wednesday and 11:30 AM on your presentation day (Thursday – Saturday). Make sure your printed poster is hung on your designated numbered poster board no later than 30 minutes prior to your presentation.

All poster speakers are responsible for the removal of their materials from boards at the end of their presentation time. Any posters remaining will be removed and brought to the main GSA registration desk. Any posters not claimed will be discarded on Saturday at 7:00PM. GSA is not responsible for the storage or the care and condition of removed posters.

GSA is not responsible for shipping poster materials to the site. The Seattle Convention Center hosts a FedEx store on the first floor. GSA has arranged a printing discount with FedEx for 3 popular sizes/finishes. FedEx can handle onsite printing of posters ahead of the meeting for pick up onsite. FedEx cannot receive shipped posters. Contact the Seattle Arch Convention Center FedEx Store at www.office.fedex.com/ondemand/hc5161.

Posters can also be shipped to our headquarters hotel, Sheraton Grand Seattle (1400 6th Ave, Seattle, WA 98101). Please include your name on the label and keep your tracking number. Please note that the FedEx at the Sheraton will charge holding fees based on package weight. Packages can be picked up at the FedEx office on the 2nd Floor of the Sheraton M-F 7 am-6 pm and Saturday & Sunday 9 am-2 pm.

You also may consider shipping your poster to the hotel at which you are staying.

Guidelines for creating a poster are accessible at these links:

- [Format Details for the GSA 2024 Poster Presentation Template](#)
- [GSA 2024 Poster PPT Template](#)

Flash Poster Sessions

The 90-minute flash session will be held in a meeting room with a microphone and speaker system in the front of the room, and poster boards in the back of the room. Time will be devoted to brief 5-minute presentations (without slides) at a podium to a theater-style audience and the remaining time will be reserved for attendees to view the posters and interact with the speakers at the poster boards. Each flash poster session will have a session chair to assist with timekeeping and introductions of the speakers. Flash Poster sessions will consist of up to 10 posters scheduled on Saturday, November 16.

All speakers are required to register for the GSA 2024 Annual Scientific Meeting.



Paper Sessions

Paper sessions last 90 minutes and are composed of four to six oral presentations grouped around a common theme or topic. When there are five presentations in a session, individual presentations should be no more than 18 minutes (approximately 14 minutes for presentation and 4 minutes for questions and discussion). *With fewer or more papers in a session, adjust time accordingly.* Speakers must stay within their allotted time. Each paper session will have a paper session chair to assist with timekeeping and facilitate discussion among speakers and audience participants.

Symposia

Symposia are scheduled in 90-minute sessions and are composed of several presentations around a topic organized by a chair. An optional discussant is on hand to facilitate discussion between speakers and the audience. Chairs and/or organizers of symposia are responsible for making sure sessions begin and end on time, as well as introducing the session.

Reminders for Inclusivity and Accessibility

GSA strives to host inclusive, accessible events that enable all individuals to engage fully. To ensure speaker presentations are inclusive, please make sure to be mindful and adhere to the following practices within your meeting room.

- When presenting, speak clearly and directly into the lectern microphone.
- During Q&A, use a microphone on the speaker head table to respond to all audience inquiries.
- Please ask that audience members queue up and ask their questions at the standing microphone in the meeting room's audience area.
- Repeat all questions into the microphone to clarify and ensure that all attendees can hear the question.

Access of Presentations

Presentation slides and/or posters will be available digitally to all registrants following the conclusion of the November meeting.

All presentations must be uploaded in advance of the Annual Scientific Meeting.

Tips for Speakers

Know your audience and tailor your presentation to them. Meeting attendees include behavioral and social scientists and medical educators; clinicians, physicians, nurses, dentists, pharmacists, and therapists; practitioners and planners who staff gerontology centers, hospitals, nursing homes, and community care facilities for older adults; and research biologists. Consider the following tips when developing your presentation:

- Organize your material so it will be presented logically and interestingly.

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- State the program objectives and how you will meet the objectives.
- Separate complex concepts into several smaller ones and focus on one concept at a time.
- Integrate audiovisuals and handouts into your presentation to enhance and support it.
- Summarize important points at the end of each segment of the presentation.
- Cover your material in the time allotted with sufficient time for questions and answers.
- Rehearse your presentation until you feel comfortable. Do not read from a piece of paper. Highlight rather than read information from your presentation and do your best to maintain eye contact with your audience.
- Encourage audience participation.

Although you may have done many presentations, it is helpful to give yourself adequate planning time so that the session will be a learning experience for each attendee. Over the years, the most frequent reasons for negative evaluations have been:

- Audiovisual aids are insufficient, difficult to read or understand, or poor quality.
- Too much focus on theory without relating it to practical problems and solutions.
- Too much time devoted to minor points or details that are of little interest to the audience.
- Scope too broad with no time for effective discussion of individual topics.
- Poor organization or out-of-date material.
- No time dedicated to audience questions or participation.

If you are making an oral presentation, remember that an 8 ½" x 11" page (typed using 12-point Times New Roman font, double-spaced, with 1" margins) contains approximately 250 words. Six pages of this length can be reviewed in 12 minutes by most speakers. When speaking, talk loudly and clearly.

Speakers should keep in mind principles from the National Center to Reframe Aging during their presentations. The tone of a presentation can be just as powerful as its content. We strive to always discuss aging without perpetuating ageist stereotypes and biases, or by using inappropriate language. Visit the [National Center to Reframe Aging](#) to learn more about principles to reframe aging.

Education, Policy, and Practice Implications

If applicable to the presentation, GSA encourages speakers to consider the education, policy, and/or practice implications of their work. Presenting these implications during your session is optional. Implications presented should not merely restate the results but should interpret the results. The speaker should describe in nonscientific language how their findings may be translated or implemented to improve education, policy, and/or practice associated with aging.

Elements of Graphic Design for Presentations

- Double space between each line of text.
- Lettering should be bold, plain, and include a combination of upper- and lower-case letters.
- In the case of slide presentations, tables, and graphs should be prepared specifically for presentation. Those duplicated from publications seldom make a good presentation. For graphs, draw the axes lighter than the data lines.

Addressing Questions From the Audience

Questions usually fall into one of two categories: (1) questions asked to clarify ambiguities in your presentation; and (2) questions asked to assist the attendee in solving a certain problem. The first type of



question should be answered immediately. The second type may be postponed until the Q & A portion of your presentation (or to a private discussion after the session if you feel it is appropriate).

Repeat questions aloud before answering them so that the entire audience can hear. Table mics will be available on the head tables. This will make your answer meaningful to the entire audience.

Developing Handouts

Speaker handouts can be uploaded in pdf format within assigned Speaker Tasks and will be available digitally on the GSA 2024 Program for registrants.

We are unable to reproduce, ship, or deliver to your session(s) any handouts you intend to share with your audience. In addition, we are unable to reimburse you for the cost of reproducing your handouts.